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# KIBU-F-FIN-005

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**KIBABII UNIVERSITY**

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**FINANCE DEPARTMENT**

# ALLOWANCES FOR COUNCIL MEMBERS

Name of member:………………………………………………………………………………………………………. Position in Council:…………………………………………………………………………………………………….. 1. Gross Sitting Allowance:……………………………………………………………………………………

Less 30% Withholding Tax:……………………………………………………………………………… Net Sitting Allowance:……………………………………………………………………………………..

2. Honoraria………………………………………………………………………………………………………….

3. Subsistence Allowance:……………………………………………………………………………………

4. Mileage Allowance:………………………………………………………………………………………….

(i) Total Kilometers travelled; From:…………………………To:……………………………………………………………………

At Kshs. 38.95/= per km = Total:……………………………………………………………. (ii) Cost of Air Ticket: From:………………………………………………………………………… (iii) Taxi Fare from :……………………………….………To …………………………………………

5. Telephone Allowance:………………………………………………Kshs……………..………………..

6. Incidental expenses:………………………………………Kshs……………..………………………….. Total payment received Kshs………………………………………….............. Signature of Council Member:…………………………………………Date:…………………………………

Paid by:…………………………………………………………………………..Date:………………………………… (Name of Paying Officer)